

COVID-19 CERTIFICATION OF VACCINATION FAQs

The November 3rd special announcement conveys Library policy that all Library employees must be vaccinated against COVID-19. The announcement included instructions for employees to be fully vaccinated by January 3, 2022 and to certify their updated COVID-19 vaccination status in the COVID-19 Certification of Vaccination Application on the [Human Capital Services Portal](#).

Q: When it is required for existing employees to be fully vaccinated?

A: Current employees must be fully vaccinated by Monday, January 3, 2022

Q: When is the final dose of the vaccine need to be received by the employee to meet the January 3rd deadline?

A: To meet the deadline to be fully vaccinated, current employees must receive the final dose of their COVID-19 vaccine no later than December 20, 2021.

Q: What is this information being used for?

A: This information will be used for business operations decisions (i.e. the implementation of health precautions, travel assignments, testing requirements, quarantine, masking, etc.).

Q: Is it mandatory to get vaccinated?

A: Yes. See Special Announcement (SA) 21-13—COVID-19 Vaccination Requirement (11/3/21) for full details, which can be found here:

<https://staff.loc.gov/sites/communications/files/2021/11/SA-21-13-COVID-19-Vaccination-Requirement.pdf>.

Q: What are the consequences of not being fully vaccinated?

A: Being fully vaccinated by January 3, 2022, is a condition of continued employment. Failure or refusal to be fully vaccinated by January 3, 2022, will result in your removal from Library employment. To meet the deadline to be fully vaccinated, current employees must receive the final dose of their COVID-19 vaccine not later than December 20, 2021.

Q: Can I still get vaccinated?

A: YES! Employees, contractors and volunteers with an active Library badge must be vaccinated by January 3, 2022.

Q: Is the COVID-19 Certification of Vaccination Application on the [Human Capital Services Portal](#) only for employees?

A: Yes. Only employees should complete the COVID-19 Certification of Vaccination Application on the [Human Capital Services Portal](#). The Library has issued additional guidance for onsite contractors and volunteers.

Q: Can I send you my vaccination card?

A: No. This information MUST be completed by the employee in the HCD portal. Per the instructions, employees should consult with their supervisor if they are unable to fill out the COVID-19 Certification of Vaccination Application on the [Human Capital Services Portal](#).

Q: I already sent you my vaccination card, is that sufficient?

A: No. Employees must certify their COVID-19 vaccination status in the COVID-19 Certification of Vaccination Application on the [Human Capital Services Portal](#).

Q: If I check “I am not vaccinated” will I get to telework?

A: Not automatically. Telework will still be managed by supervisors and approved when appropriate. Vaccination status will not be considered with regards to telework.

Q: Who will have access to this information?

A: Library management will use the information in aggregate for planning purposes. On an as-needed basis, supervisors, HSD staff, and other authorized individuals may access the information on an individual’s status. The information must be used strictly for legitimate business purposes, consistent with [LCR 5-920](#).

Q: I was vaccinated somewhere else, and I can't find my card.

A: The Library may request employees to provide Proof of Vaccination at any time. If requested, you must provide a copy of your COVID-19 vaccination card (front and back) to HSD at HSDCOVID-check-in@loc.gov. PDF format is preferred, but photos that clearly show the complete front and back of the card are acceptable.

You should have a copy of your vaccination card. If cannot be found, you will need to return to where you obtained your vaccination for a replacement record. Depending on where you were vaccinated, you may be able to find records online:

Virginia: [Search for your Immunization Record \(virginia.gov\)](https://www.virginia.gov/immunization/)

Maryland: [MyIR.net](https://myir.net)

Washington, DC: [DC MyIR | doh](https://dcmyir.doh.gov)

Q: Can I change my status if I already filled out the application?

A: If an employee plans to get vaccinated, do not wait to complete the COVID-19 Certification of Vaccination Application on the [Human Capital Services Portal](#); complete the application with your current status and return to the COVID-19 Certification of Vaccination Application on the [Human Capital Services Portal](#) to submit a new entry. The automated system will recognize the last entry. For example, if you have received one dose of vaccine, please choose, "I am not yet fully vaccinated." Two weeks after you receive the second shot, return to the COVID-19 Certification of Vaccination Application on the [Human Capital Services Portal](#) and submit a new entry to reflect "I am fully vaccinated." Same process applies to adding a booster shot to your certification.

Q: Will the Library be offering testing?

A: Information will be published if and when there are more details on testing requirements and plans for implementation.